

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. 40-

SUBJECT: Standardization of Supplies and Equipment Within CIA.

1. To promote economy and efficiency in CIA operations, forms, supplies and equipment used within CIA will be standardized wherever feasible.

2. Overall responsibility for promoting and effecting such standardization of supplies and equipment is delegated to the Management Officer, Executive, CIA. The Services Officer will be responsible for standardizing supplies and equipment purchased for CIA and for directing the attention of the Management Officer all requests for non-standard supplies and equipment. Other specific responsibilities are assigned as follows:

- a. Filing equipment and supplies - Records Administrator, OCD.
- b. Forms, which include all forms whether reproduced within CIA or procured from an outside supplier - Forms Control Analyst, Management Office.
- c. Office machines and devices - Chief, Machine Methods Branch, OCD.
- d. Communications equipment - Chief, Communications Branch, OSO.

3. All requisitions for supplies and equipment falling in the four special categories listed in the above paragraph will be transmitted to the designated official for clearance prior to submission to the Supply Division, Services Office. When non-standard supplies or equipment are requested a memorandum of justification must accompany the requisition. All requests for forms must be explained on Form No. 30-11, "Request for Approval of Forms".

4. The Chief, Supply Division, Services Office will periodically supply all administrative officers and requisitioning officials with lists of standard supplies and equipment available for use within the Agency.

5. Likewise, the Management Officer will periodically supply administrative officers and requisitioning officials with lists of standard forms prescribed for use within CIA.

6. It is not the intent of this instruction to discourage the purchase and utilization of special supplies and equipment which are needed for specialized operations of CIA. Favorable action will be taken on requests for non-standard supplies and equipment when need dictates.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A9a

CAPTAIN, USN  
Executive

DISTRIBUTION:

*was Chief of Supply Division changed by Ave*